



CITY OF BRANSON
PLANNING & DEVELOPMENT
110 W MADDUX ST, SUITE 215
PHONE: (417) 337-8535
FAX: (417) 334-2391

FOR OFFICE USE ONLY: Project No. _____
FEE & CODE: \$300.00 _____ REZO
DATE & INITIALS: _____
PAYMENT TYPE: <input type="checkbox"/> CASH Receipt # _____
<input type="checkbox"/> CHECK # _____
<input type="checkbox"/> CREDIT CARD REF # _____
PUBLIC NOTICE DATE: _____
PUBLIC HEARING DATE: _____ @ 7:30 PM

ZONING CHANGE APPLICATION

Applicant Name (Please Print): _____

Applicant Address: _____

Phone Number: _____ **Fax Number:** _____ **Email:** _____

Applicant requests zoning change from district ____ to district ____ for property described herein and located at:

Street Address: _____

REQUIRED INFORMATION TO BE INCLUDED BEFORE APPLICATION WILL BE ACCEPTED

☒ Please attach a recent copy of the **WARRANTY DEED/DEED OF TRUST**

☒ If request is for "C" Commercial zoning, please attach a copy of your Missouri State Sales Tax ID Number.

Purpose or reason for zoning change request: _____

Current use of property: _____

Restrictions: (Note: zoning WILL NOT supersede deed restriction(s), if any.)

☐ No deed restrictions

☐ A list of restrictions have been attached.

PROPERTY OWNER/AGENT INFORMATION

Owner's Name (Please Print): _____

Owner's Address: _____

Phone Number: _____ **Fax Number:** _____ **Email:** _____

Owner's Signature: _____

Agent's Name (Please Print): _____

Agent's Address: _____

Phone Number: _____ **Fax Number:** _____ **Email:** _____

Agent's Signature: _____

ACKNOWLEDGMENT OF PROPERTY OWNER

STATE OF _____)
) SS.
COUNTY OF _____)

On this ____ day of _____, 20____, before me personally appeared _____, to me known to be the person described in and who executed the foregoing application, and acknowledged that he/she executed the same as his/her free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at my office in _____, _____ the day and year first above written.

/s/ _____
Notary Public

My term expires _____



Planning & Zoning Commission / **Board of Adjustment Application Notes**

The applicant and/or representative MUST attend the meeting or the request will be postponed to the next regularly scheduled meeting.

- * A meeting schedule, which includes application submittal deadline dates, is posted on the Planning & Development Department homepage at www.bransonmo.gov or available upon request. No applications will be accepted if incomplete or submitted after deadline date.
- * The “applicant” is the person or persons making the request of the Commission.
- * The “owner” is the owner of the subject property.
- * The “agent” is anyone representing the applicant and/or owner.
- * The owner’s signature must be an original signature, not a photocopy or fax.
- * The legal description must be either a lot, block and subdivision description or a complete metes and bounds description.
- * Copies of any covenants or deed restrictions pertaining to the subject property must be provided to the Planning Division.
- * For proof of ownership, attach a copy of the owner’s WARRANTY DEED or DEED OF TRUST. QUIT CLAIM DEEDS are not acceptable.
- * Site plans as requested must be accurate and to scale. Applicant must include an 11 X 17 copy.
- * All building and structures must meet city adopted building codes and regulations. Please contact the Building Division, (417) 337-8547, for specifics.
- * Copies of the staff report and proposed resolution concerning your request will be available for pick up in the Planning Division office three (3) working days prior to the meeting.

The Planning Division, (417) 337-8544, will be glad to answer any questions you may have or put you in touch with other necessary City departments.

Section 405.070. Changes in zoning classification or districts and fees.

A. General procedure.

1. Changes in the zoning classification or district of a lot, tract or parcel of land located in the city, shall be made by ordinance by the board of aldermen upon recommendation by the planning and zoning commission after notice and hearing as provided by law. Every such ordinance shall legally describe the particular lot, tract or parcel of land and the change being made in its zoning classification or district. Each ordinance may contain more than one change of zoning.
2. Upon the adoption by the board of aldermen [of] an ordinance change of the classification or district of any lot, tract or parcel of land, the planning and zoning commission shall cause the change to be made on the official zoning map so that the map shall at all times reflect current zoning classifications of any district in the city.

B. Changes by the board of aldermen.

1. The board of aldermen may from time to time amend the boundaries or regulations contained in this title [appendix]; provided such proposed change be first submitted to the planning and zoning commission for recommendation and its report; and provided that no less than 15 days' notice of such proposed change shall first be published in the newspaper in the city and a hearing be granted to any person interested at a time and place specified by such notice. If a protest against such amendment, is presented, duly signed and acknowledged by the owners of 30 percent or more, either of the areas of the land (exclusive of streets and alleys) included in such proposed change or within an area determined by lines drawn parallel to and 185 feet distant from the boundaries of the district proposed to be changed, such amendment shall not be passed, except by at least two-thirds vote of the board of aldermen.

C. Changes by other individuals or groups.

1. Application for any change in district boundaries or reclassifications of any lot, tract or parcel of land shall be filed with the planning and zoning commission and shall be accompanied by such data and information as may be prescribed by the commission, so as to assure the fullest practicable presentation of facts for the permanent record.
2. To defray costs of proceedings prescribed herein, filing and publication fees shall be paid upon the filing of each application for a change of classifications. The application shall only be filed by the owner of the property seeking reclassification or by a person having a contract to buy such a property. In the event of a denial of such application, re-application may be filed within 90 days following such denial.
3. On submission of an application requesting any change any change [sic] in classification, the applicant will be required to deposit with the planning and development department \$100.00 for posting and publishing all notices before the commission and the board of aldermen as required by law, such amount being no less than \$100.00.

(Code 1988, § 405.070; Code 1996, § 405.070; Ord. No. 417, § 2, 2-14-1972; Ord. No. 682, § 1, 7-22-1985; Ord. No. 2001-013, 2-12-2001; Ord. No. 2001-014, § 1, 2-12-2001)